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ABSTRACT

Following a brief description of the size and type of materials housed in the North Dakota State Library, provisions are outlined under which these materials will be loaned to school, public, academic, and special libraries and to individuals in the state. For each type of material or research request, procedures, costs, and limitations are described. The North Dakota Network for Knowledge, a network to facilitate the exchange of materials between participating academic, public, and special libraries, is briefly discussed. (SL)

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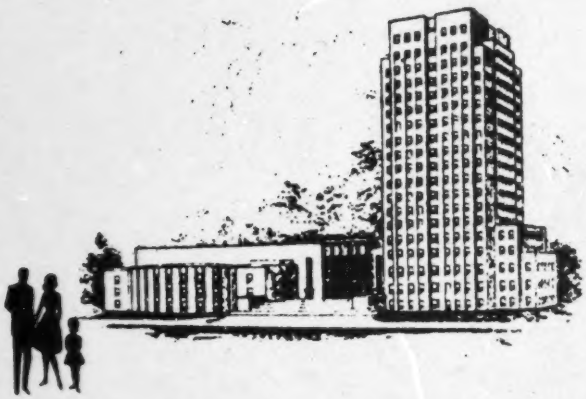
RULES AND REGULATIONS GOVERNING THE RESOURCES AND SERVICES OF THE *State Library*



STATE LIBRARY COMMISSION
BISMARCK, ND
58505

RICHARD J. WOLFERT
State Librarian
January 1, 1975

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PURPOSE

The State Library is a department of state government, supported by a biennial appropriation from the State Legislature.

The State Library is maintained to serve all of the state's residents in cooperation with local libraries so that a full range of library resources are readily available to everyone.

Emphasis is placed upon library resources which are specialized, infrequently used, often expensive, and generally not readily available elsewhere in the state.

Federal library funds are available to the State Library to improve public library services, state institutional library services, and special library services to blind and physically handicapped persons.

Federal library funds to improve school library services are administered by the State Dept. of Public Instruction.

RESOURCES ...

BOOKS: 50,000 adult information
6,000 adult fiction
4,000 juvenile

Special collections are maintained in the subject areas of education, state government, and librarianship.

PERIODICALS: Current subscriptions limited to state governmental affairs, librarianship, and education.

TAPE CASSETTES: 7,000 (popular, classical music, old time radio programs, children's stories, educational subjects)

FILMSTRIPS: 800 (varied educational subjects)

SUPER-8mm FILMS: 500 entertainment reels and Kodak cartridges.

STATE DOCUMENTS: Depository file since 1965.

NORTH DAKOTA NETWORK FOR KNOWLEDGE: A statewide inter-library loan system designed to supplement the resources available at local libraries.

LOAN OF MATERIALS

State Library materials may be loaned to individuals through their public, school, academic, or special library, and under certain conditions, directly to the individual (see p. 10).

Length of Loan Period:

Books, pamphlets, tape cassettes: 5 weeks
(Materials in heavy demand may have a shorter loan period)

Filmstrips and Super-8mm films: 2 weeks

Costs:

All materials are loaned free of charge except for return postage and photocopy charges. Loss or damage to materials will be assessed and the borrower charged accordingly.

Photocopies of library materials may be made in lieu of loaning the original material. The State Library adheres to the policy of providing a single photocopy of a work or part thereof when the copy is for individual use and within the legal restrictions of the U. S. Copyright Law. Non-copyrighted material may be reproduced in multiple copies. The charge for photocopies is ten cents per page.

Non-return of library materials:

No charge is made for overdue materials, however, the State Librarian may revoke the borrowing privileges of the borrower upon the accumulation of the evidence that

the borrower, individual, or corporate has failed to abide by regulations set forth by the State Library.

Loss or damage to materials will be assessed individually by the State Library, and the borrower will be billed for the materials lost or damaged.

Monies collected for lost books, tapes, etc. will be returned, less a $2.00 service charge per item if the item is later returned.

SCHOOL LIBRARIES

All requests for material by teachers and students must be channeled through the school librarian or media specialist to assure the maximum utilization of materials that are in the school and in the community. This process also serves to identify the areas of deficiency in the school library and as an incentive to upgrade the library. Students and teachers should not write directly to the State Library for service.

"Request for service" forms are available to each school. The librarian or media specialist must assure the State Library that the school library and community library do not have adequate subject material available for use by the teacher or student. Each request form must have the librarian's signature indicating that all resources locally have been utilized to the greatest extent possible.

The school library/media specialist or the teacher initiating the request is responsible for evaluating the materials received from the State Library to determine their appropriateness to the student's classroom assignment.

Limitations of service are determined on the basis of school classification, enrollment, availability of material and staff time at the State Library.

Costs: The State Library pays postage costs for material mailed to the school. The school pays return postage. Photocopies of periodical articles and pages from books are at a rate of 10 cents per page. A charge account must be established by the school or library. Billing will be done monthly with payment due within 30 days. Loss or damage to materials will be assessed individually by the State Library, and the school will be billed for materials lost or damaged. The School is responsible for State Library material on loan to the school.

LIMITATIONS OF SERVICE

Because of a shortage of adequate library materials and staff, the following limits are placed upon service:

Schools: All loans of materials are of a supplementary nature to enrich the curriculum. All schools are expected to meet minimum standards for library media centers as set by the State Department of Public Instruction.

School Classification: Level 1 - (State Department of Public Instruction)

Maximum units of material on loan at any time: 5 percent of grade 9-12 enrollment for all types of materials.

Channel of Access: Submit all requests through the school librarian or media specialist and then through the local public library.

Photocopies: A single copy of an article or a few pages from a book can be photocopied at 10 cents per page if the correct citation of title, date, and paging is provided.

Subject Research: Limited to books, pamphlets, and other material at the State Library.

School Classification: Level 2

Maximum units of material on loan at any time: 10 percent of grade 9-12 enrollment for all types of materials.

Channel of Access: Submit all requests through school librarian or media specialist.

Photocopies: A single copy of an article or a few pages from a book can be photocopied at 10 cents per page if the correct citation of title, date, and paging is provided.

Subject Research: Limited to books, pamphlets, and other material at the State Library.

School Classification: Level 3

Maximum units of material on loan at any time: 30 percent of grade 9-12 enrollment for all types of materials.

Channel of Access: Submit all requests through school librarian or media specialist, or person so designated.

Photocopies: A single copy of an article or a few pages from a book can be photocopied at 10 cents per page if the correct citation of title, date, and paging is provided.

Subject Research: Limited to books, pamphlets, and other material at the State Library.

Not Accredited (N/A)

Maximum units of material on loan at any time: 30 percent of grade 9-12 for all types of materials.

Channel of Access: Submit all requests through person so designated.

Photocopies: A single copy of an article or a few pages from a book can be photocopied at 10 cents per page if the correct citation of title, date, and paging is provided.

Subject Research: Limited to books, pamphlets, and other material at the State Library.

Bulk Loans of books for a 3-month period are limited to graded elementary and rural schools.

PUBLIC LIBRARIES

All loans of materials are of a supplementary nature designed to meet the general reading needs of the community and for specialized information not readily available locally.

A maximum of 5 sources consisting of books, pamphlets, and periodical material may be loaned to a public library for an individual.

Costs: The State Library pays postage costs for material mailed to the public library. The public library pays return postage. Photocopies of periodical articles and pages from books are at a rate of 10¢ per page. A charge account must be established by the public library. Billing will be done monthly with payment due within 30 days. Public libraries participating in the North Dakota Union List of Serials are exempt from photocopying charges because of exchange agreements. However, these public libraries are expected to charge their patrons for the photocopies so supplied. Loss or damage to materials will be assessed individually by the State Library, and the public library will be billed for materials lost or damaged. The public library is responsible for State Library materials loaned to the public library.

COLLEGE AND UNIVERSITY LIBRARIES

All loans of materials are of a supplementary nature to provide information resources not available at the academic library.

A maximum of 5 sources consisting of books and other library materials will be loaned for the use of a student or faculty.

Student and faculty requests should be channeled through the college or university library.

SPECIAL LIBRARIES

All loans of materials are of a supplementary nature to provide information resources not available at the special library.

A maximum of 5 books plus other library materials will be loaned for use of an employee of the company or agency supporting the library.

Requests should be channeled through the librarian or person in charge of the library.

SENIOR CITIZEN CENTERS, REST HOMES, ETC.

Loans of large print books and other reading material may be made as resources permit.

INDIVIDUALS

Adults who live in communities with a public library or a school library media center which meets certain state standards are expected to borrow library materials from their local library. Local librarians will refer requests for materials not available locally to the State Library. The State Library will send the needed material to the local library on a regular loan for use of the adult desiring the material.

In communities with a local library which does not meet these state standards, adults should consult with their local library before communicating their requests to the State Library.

Where no local library services exist, a person may communicate directly with the State Library in person, or by telephone or mail.

Students and teachers in schools with library media centers should make requests for materials not available in the school library media center or district to the school library media specialist who will refer the request to the State Library. The State Library will send the requested material to the school media center on a regular loan for use of the student or teacher needing the material. In schools without a librarian, students and teachers are expected to make library material needs known to the teacher or administrator responsible for forwarding requests to the State Library. All school media centers have the responsibility to provide the materials needed by curriculum of the school. Requests to the State Library should be limited to specialized material enriching the curriculum.

Students and faculty in colleges and universities are expected to make primary use of the library at their institution. Inter-library loan requests are to be made through the academic library to the State Library.

Employees and officials of state government are encouraged to visit, call, or write the State Library for services and materials to help them in the performance of their state duties. Those state departments which maintain their own library should encourage their department staff to use the department library before referring them to the resources of the State Library.

Visually or physically handicapped persons who qualify for the "Talking Book" service should contact the State Library for information on how to obtain this special library service.

NORTH DAKOTA NETWORK FOR KNOWLEDGE

The State Library maintains a common catalog of all the books contained in the college and university libraries, the larger public libraries, and selected special libraries. There is also a common list of periodicals held in 39 libraries. The additions of tapes, filmstrips slides, etc. are also reported to the State Library from various libraries around the state.

The State Library operates a teletype-telephone-mail communication network to facilitate the exchange of materials among the various participating libraries. Library materials needed but not available at a local library can be located and retrieved from another library in the state, usually within 24 hours, through the "Network for Knowledge."

The State Library also has the National Union Catalog and a TWX terminal which may be used to locate and retrieve materials from out of state libraries.

At this time, out-of-state search and retrieval is limited to graduate students and faculty members of academic institutions and to out-of-school adults in need of research material.

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REQUEST FORMS

Libraries may reproduce this form or they may request a supply from the State Library. The form should be used when mailing requests to the State Library.

NORTH DAKOTA NETWORK FOR KNOWLEDGE

AUTHOR

TITLE

PUBLISHER DATE EDITION

☐ ANY EDITION IS ACCEPTABLE
☐ VERFIED. LISTED IN _____
☐ UNABLE TO VERIFY. SEARCHED IN _____
☐ SUBSTITUTE IS ACCEPTABLE
☐ WILL PAY PHOTOCOPY CHARGES UP TO $ _____
☐ MATERIAL NOT REQUIRED AFTER _____

REQUESTING LIBRARY

SUBJECT

☐ BRIEF ☐ ELEMENTARY
☐ FULL ☐ ADVANCED

USE REVERSE SIDE FOR ADDITIONAL INFORMATION

PATRON'S NAME DATE DUE

ADDRESS PHONE

MATERIAL REQUIRED BY
☐ ADULT, NON-STUDENT
☐ STUDENT DOING COURSE WORK FOR
☐ HIGH SCHOOL ☐ GRADUATE WORK
☐ COLLEGE ☐ TECH/VOCATIONAL

NORTH DAKOTA STATE LIBRARY BISMARCK 58501

Services not available from the State Library.

1. Consultant service to schools. This service is the responsibility of the Director of School Library Services, Dept. of Public Instruction.
2. Cataloging information for books, films, tapes, etc.
3. Subject collections for long term loans.
4. Legal materials (available at the State Law Library, Bismarck and the Law School, Univ. of North Dakota, Grand Forks)
5. Medical materials (available at the Harley French Medical Library, Univ. of North Dakota, Grand Forks)
6. Historical research material (available at the State Historical Library, Bismarck)
7. Genealogical research materials.
8. Equipment, such as film projectors, tape cassette players, filmstrip viewers.

FREEDOM TO READ

This library is part of a state-wide network devoted to informal education, permitting an individual to study any subject at any time, to start at any degree of difficulty, proceed at his own pace, work toward a self-determined goal, free of costs and with a minimum of institutional restrictions.

The State Library Commission subscribes to the "Freedom to Read" and to the "Library Bill of Rights" statement prepared by the American Library Association.